

NOVEMBER/DECEMBER 2023

**BEEN65A — COPY EDITING AND PROOF
READING**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Explain: Copy editing
2. What is a hard copy and Electronic ready copy?
3. What is libel?
4. Why is copyright permission important?
5. What is proof reading?
6. What is author's corrected proof?
7. What is house style guide?
8. Explain preliminary pages.
9. What is Footnotes?
10. What s Running headings?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Write about the different types of typescripts.

Or

- (b) Write about dangers in copy editing.

12. (a) What is infringement of copyrights?

Or

- (b) What is right of integrity?

13. (a) Explain the colour coding corrections.

Or

- (b) What is proof reading?

14. (a) Important steps in proof reading content list.

Or

- (b) What is title page?

15. (a) Explain the formatting of Headings.

Or

- (b) What is Endnotes?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the on screen copy editing and its difficulties.

17. Elucidate the various legal aspects of copy editing.

18. What are the major steps involved in proof reading?

19. What is meant by house style guide?

20. Explain the significant part of error finding areas.
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